

1 March 1973

MEMORANDUM FOR: Executive Secretary of the Management
Committee

SUBJECT: Status Report of Information Control
Activities, July 1972 through January 1973

1. Your letter of 26 May 1972 to the Deputy Directors directed high level management attention to the problems of information processing in forms other than EDP media. It established the position of Special Assistant for Information Control, who serves simultaneously as Agency Records Management Officer and Agency Archivist. The stated intent of this reorganization was to provide much needed vitality to the Agency records management program while retaining the decentralized nature which has been characteristic of much of the Agency's management style. A Records Management Board was defined and directed to establish an Agency-wide records management system. The Special Assistant was designated Chairman of the Records Management Board.

2. It was also the stated intent of the 26 May letter to establish an archival program for the Agency. A historical program was included in the letter but is administered by the Chief of the Historical Staff who operates on a collateral basis with the Special Assistant. The Special Assistant was named as the working level focal point for the implementation of Executive Order 11652.

3. It seems appropriate to report on the activities in each of these areas now that six months' performance has been completed. Attached is a summary report.

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Special Assistant for Information Control

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Attachment